eFOTG Quick Guide

Table Of Contents

Introduction 1
  Getting Started 1
    Introduction 1
    Setting Preferences 1
    Working with eFOTG files 1
    Managing Files in Content Manager 1
  Logging in to eFOTG 1
    To log in directly: 1
    To log in through my.NRCS: 2
  Introduction to eFOTG 2
    Section I - General References 2
    Section II - Natural Resources Information 2
    Section III - Conservation Management Systems 2
    Section IV - Practice Standards and Specifications 3
    Section V - Conservation Effects 3
  Printing help topics 3
  Frequently Asked Questions 3
Setting Preferences 5
  Setting up your browser 5
    Browsers 5
    Scenario 1: Setting preferences for Microsoft Internet Explorer 5.x and above 5
    Scenario 2: Setting preferences for Netscape 7.x and above 6
  Setting up your eFOTG user preferences 7
Working with eFOTG files 9
  Accessing files 9
  Moving files to your Thunderbook 9
  Printing files 10
  Viewing document information (metadata) 10
  Viewing documents 11
Using the eFOTG Content Manager 13
  About Content Manager 13
    To access Content Manager 13
  Managing documents in Content Manager 13

To Add a Subsection: 13
To Add a Content 14
To Remove a Subsection: 15
To Remove Content: 15
To Edit Information about Content: 15
To Move Content or a Directory Structure: 15
To Copy Content from another State's Website or the Sample eFOTG: 16
To Add or Edit a Subject for Search Index: 16

Introduction

Getting Started

If you are a new user to the electronic Field Office Technical Guides (eFOTG), the following help topics will help you get started.

Introduction

- Getting Started
- How to log on
- Introduction to eFOTG
- Printing help topics
- Frequently Asked Questions

Setting Preferences

- Setting up your browser
- Setting up your eFOTG user preferences

Working with eFOTG files

- Accessing files
- Moving files to your Thunderbook
- Printing documents
- Viewing document information

Managing Files in Content Manager

- Adding documents in Content Manager

Logging in to eFOTG

To log in directly:

Step 1: Open a browser.

Note: eFOTG has been optimized for operation with Microsoft Internet Explorer, version 5.5 and higher.

Step 2: Enter the URL for eFOTG:

https://my.nrcs.usda.gov/Portal/Technology/tech_guide.aspx

Step 3: Enter your eAuthentication login and password.

Step 4: Click the desired state on the map at the center of the screen.

To log in through my.NRCS:

Step 1: Open a browser.

Note: my.NRCS and eFOTG have been optimized for operation with Microsoft Internet Explorer, version 5.5 and higher.

Step 2: Enter the URL for my.NRCS

https://my.nrcs.usda.gov/

Step 3: Enter your eAuthentication login and password.

Step 4: Select the **Technology** tab.

Step 5: Click the desired state on the map at the center of the screen.

Introduction to eFOTG

Technical guides are the primary scientific references for NRCS. They contain technical information about the conservation of soil, water, air, and related plant and animal resources.

Technical guides used in each field office are localized so that they apply specifically to the geographic area for which they are prepared. These documents are referred to as Field Office Technical Guides (FOTGs).

Appropriate parts of the Field Office Technical Guides are automated as data bases, computer programs, and other electronic-based materials such as those included in these web based pages.

Section I - General References

In this section you will find general state maps, descriptions of Major Land Resource Areas, watershed information, and links to NRCS reference manuals and handbooks. Section I contains links to researchers, universities, and agencies we work. Section I also contains conservation practice costs, agricultural laws and regulations, cultural resources, and information about protected plant and animal species.

Section II - Natural Resources Information

In this section you will find detailed information about soil, water, air, plant, and animal resources. NRCS Soil Surveys, Hydric Soils Interpretations, Ecological Site Descriptions, Forage Suitability Groups, Cropland Production Tables, Wildlife Habitat Evaluation Guides, Water Quality Guides, and other related information can be found here as it becomes available.

Section III - Conservation Management Systems

In this section you will find information on NRCS Quality Criteria, which establish standards for resource conditions that help provide sustained use.

Section IV - Practice Standards and Specifications

In this section you will find the NRCS Conservation Practices. Practice Standards define the practice and where it applies. Practice specifications are detailed requirements for installing the practice in the state.

Section V - Conservation Effects

In this section you will find background information on how Conservation Practices affect each identified resource concerns in the state.

Printing help topics

Step 1: Right-click on the page that is open in the browser window.

Step 2: Select **Print**.

Most of the application pages and help are designed for vertical (portrait) printing and should not require special adjustments, such as setting the printer for landscape printing. However, you can adjust the browsers for landscape printing, if necessary. Check the instructions for your browser.

You can also print the help topics in manual format. Click below to open or save the eFOTG manual.

eFOTG Quick Start Guide

Frequently Asked Questions

A Security Warning appears when I access my state eFOTG, what should I do?

When accessing the my.nrcs site a security warning window appears regarding downloading "navigation menu for an enhanced browsing experience".

This screen allows a custom applet developed for eFOTG to run the tree and drop-down menus. It is recommended that this applet be accepted. Users running CCE machines may install this applet per Ken Carpenter: "We are no longer certifying applications for the Windows NT CCE environment. Windows XP is coming within the next few months and will be a destructive install that will completely replace NT. Given that, I would recommend that you go ahead and run the Image Intelligence applet."

To install the applet, check the "Always trust content from Image Intelligence Ltd." box. Then, click Yes. The security box will appear repeatedly unless you check the box.

If you choose not to run the applet, the system will not handle the menus predictably. In most cases, the drop-down menus will display a warning line below each menu:

In other cases, the menus may not work at all. To avoid problems, accept the applet.

Setting Preferences

Setting up your browser

Browsers

Click browser name below for information on setting preferences for that browser.

Note: All browsers must be set to accept cookies and javascript.

Scenario 1: Setting preferences for Microsoft Internet Explorer 5.x and above

Scenario 2: Setting preferences for Netscape 7.x and above

Scenario 1: Setting preferences for Microsoft Internet Explorer 5.x and above

To set browser JavaScript and Cookies options

Step 1: Click **Tools**.

Step 2: Click **Internet Options**.

Step 3: Select the Security tab.

Step 4: Enable JavaScript.

- Click Internet icon on Security tab
- Click Custom Level button.
- Scroll to Scripting>Active Scripting
- Click the radio button preceding Enable, if not already checked
- Click **OK**

Step 5: Allow cookies from this website.

- Click Trusted Sites icon on Security tab
- Click Sites button
- Type in site address
- Click **Add**
- Click **OK**

Step 6: Click **OK** to close Internet Options dialog.

To adjust browser print options

Step 1: Set Internet Options to print background color (if desired)

- Click **Tools** on the browser menu bar
- Click **Internet Options**
- Click **Advanced** button

- Scroll to Printing
- Click radio button preceding 'Print background colors and image', if it is not already checked

Step 2: Set File/Print settings

- Click **File** on the browser menu bar
- Click **Page Setup** on the drop-down menu
- Adjust **Orientation** and **Margin** settings as appropriate for the page you want to print
    - Print narrow pages on Portrait; wide on Landscape
    - Use narrow margins to obtain more width for printing
- Click Printer to change printer selection and preferences
    - Select printer from list
    - Click **Preference** button to access preference choices
    - Make changes
    - Click **OK** to close Page Setup Printer dialog
    - Click **OK** to close Page Setup main dialog

Scenario 2: Setting preferences for Netscape 7.x and above

To set browser JavaScript and Cookies options

The default Netscape settings will enable you to run JavasScript and Cookies. If they have been changed, reset them as follows:

Step 1: Click **Edit** on the browser menu bar.

Step 2: Click **Preferences**.

Step 3: Enable **Cookies**.

- Scroll down to Privacy and Security in the left window
- Double-click to open Privacy and Security options
- Click **Cookies**
- Mark the radio button preceding 'Enable cookies based on privacy settings'
- Click the **View** button
- Adjust the slider to a Medium privacy setting

Step 4: Enable JavaScript.

- Scroll down to **Advanced** in the left window.
- Double-click to open Advanced options
- Click **Scripts and Plugins**
- Mark the radio button preceding 'Navigator' to enable JavaScript for Navigator

To adjust browser print options

Step 1: Click **File** on the browser menu bar.

Step 2: Click **Page Setup** on the drop-down menu.

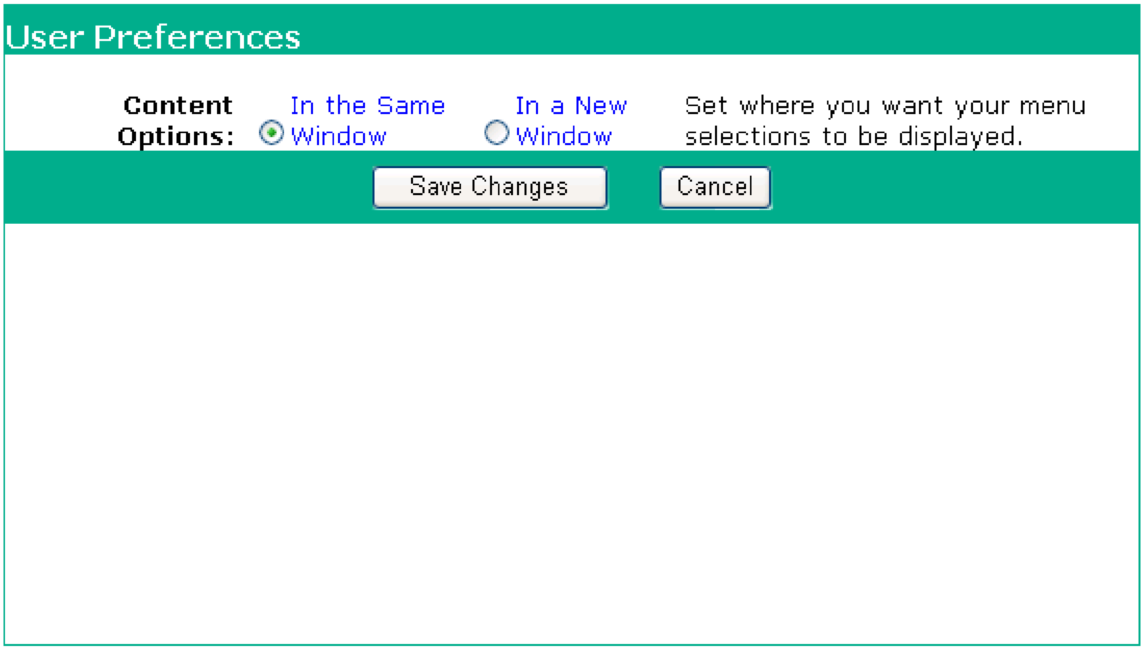
- On the Format & Options tab, adjust the page orientation as needed.
  - Print narrow pages on Portrait; wide on Landscape
- On the Margins & Header/Footer tab, adjust the margins as needed.
  - Use narrow margins to obtain more width for printing.

Step 3: Click **OK**.

Setting up your eFOTG user preferences

You have two choices for how to view documents found in eFOTG. They can either be viewed in the right side frame or in a separate window.

Step 1: Click the **Preferences** button.



User Preferences

Content Options: ● In the Same Window ○ In a New Window Set where you want your menu selections to be displayed.

Step 2: Select your preference by clicking the button preceding your choice.

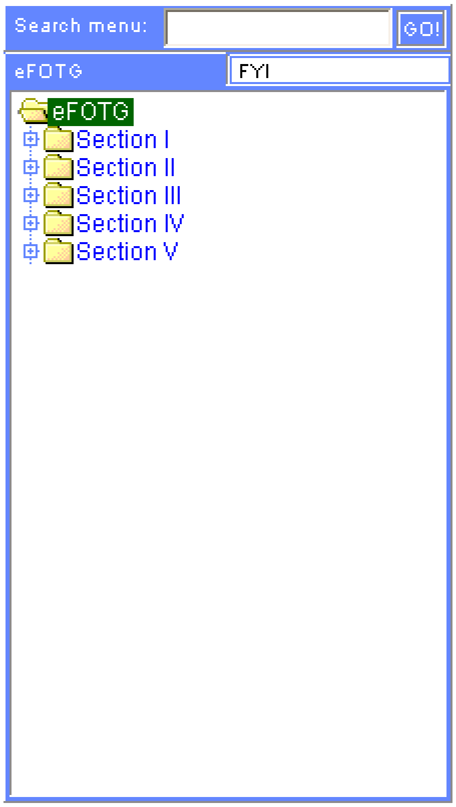
Step 3: Click **Save Changes**.

Working with eFOTG files

Accessing files

Step 1: Open eFOTG.

Step 2: Locate the file in the tree menu.


Search menu:
GO!
eFOTG
FYI
eFOTG
Section I
Section II
Section III
Section IV
Section V

Step 3: Double-click the file label.

Step 4: Open or Save the file.

Moving files to your Thunderbook

Step 1: Find and open the file in the eFOTG.

Step 2: Click the **Thunderbook** button.

Step 3: Select the folder.

Step 4: Provide a title for Thunderbook listing.

Step 5: Indicate whether link or document.

Step 6: Verify URL.

Step 7: Click **Save**.

Printing files

Step 1: Locate the file in eFOTG.

Step 2: Download larger files before printing.

Step 3: Open the file.

Step 4: For Word, PDF, or Excel files, select print from the application file menu.

Step 5: For web pages, right click in the document area and select **Print**.

Viewing document information (metadata)

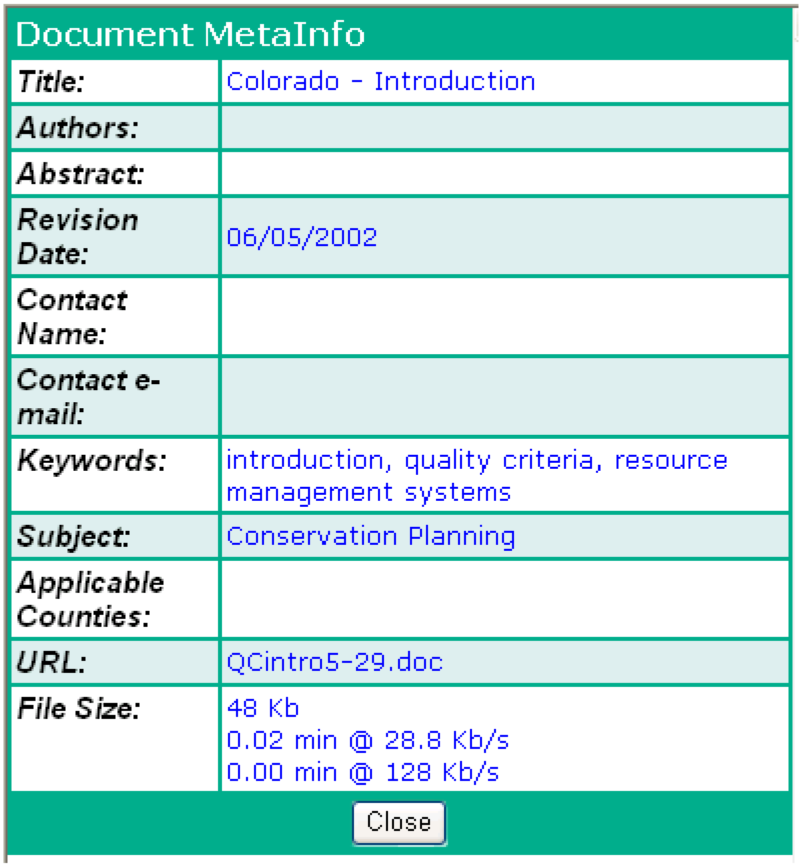
Information that describes a document or file is called metadata.

Step 1. Click the document title in eFOTG to select it.

Step 2. Click the **Information** button.

The document information form for the highlighted document is displayed. It may contain any or all of the following:

- Title
- Authors
- Abstract
- Revision Date
- Contact Name
- Contact e-mail
- Keywords
- Subject
- Applicable Counties
- URL
- File Size



Document MetaInfo

Title:	Colorado - Introduction
Authors:	
Abstract:	
Revision Date:	06/05/2002
Contact Name:	
Contact e-mail:	
Keywords:	introduction, quality criteria, resource management systems
Subject:	Conservation Planning
Applicable Counties:	
URL:	QCintro5-29.doc
File Size:	48 Kb 0.02 min @ 28.8 Kb/s 0.00 min @ 128 Kb/s

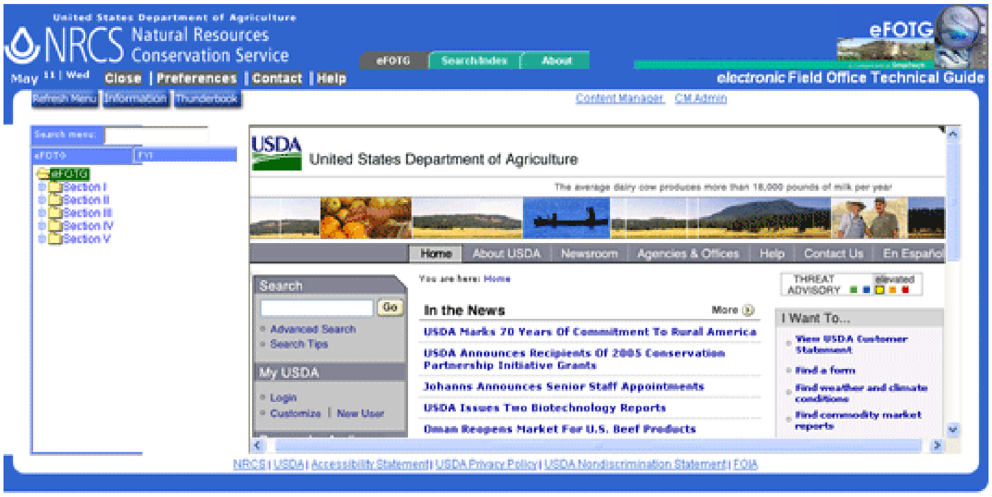
Step 3: Click **Close** when finished reading the metadata.

Viewing documents

Step 1. Click the document title in eFOTG.

Step 2. When prompted, choose **Open** or **Save**.

- Save large documents (> 2 MB) rather than opening them within eFOTG. After saving, open them in the appropriate application.
- Documents opened in eFOTG are displayed either in the right side of the screen or in a separate window depending upon how Preferences are set.


United States Department of Agriculture
NRCS Natural Resources Conservation Service
May 11 | Wed
Close | Preferences | Contact | Help
eFOTG
Search/Index
About
eFOTG
electronic Field Office Technical Guide
Refresh Menu
Information
Thunderbook
Content Manager
CM Admin
Search menu:
eFOTG
FYI
eFOTG
Section I
Section II
Section III
Section IV
Section V
USDA
United States Department of Agriculture
Home
About USDA
Newsroom
Agencies & Offices
Help
Contact Us
En Español
Search
Go
Advanced Search
Search Tips
My USDA
Login
Customize | New User
You are here: Home
THREAT ADVISORY elevated
In the News
More
I Want To...
View USDA Customer Statement
Find a form
Find weather and climate conditions
Find commodity market reports
NRCS | USDA | Accessibility Statement | USDA Privacy Policy | USDA Nondiscrimination Statement | FOIA

The average dairy cow produces more than 18,000 pounds of milk per year

USDA Marks 70 Years Of Commitment To Rural America

USDA Announces Recipients Of 2005 Conservation Partnership Initiative Grants

Johanns Announces Senior Staff Appointments

USDA Issues Two Biotechnology Reports

Oman Reopens Market For U.S. Beef Products

Using the eFOTG Content Manager

About Content Manager

The Content Manager allows you to customize eFOTG for your state by adding, removing and arranging content. Content is arranged in broad categories known as subsections. In the eFOTG Maintenance Structure you can Add Subsection, Add Content, Move, Copy or Delete information. You must have appropriate authorization to access the Content Manager.

The Content Manager displays structure in the left frame and subsection information or content information in the right frame. The maintenance structure is shown below:

To access Content Manager

Once users have been granted access to content manager, their main eFOTG should contain a button to access Content Manager. Additional options are available after selecting the tab

Step1: Click **Content Manager** to access functions to maintain content.

Managing documents in Content Manager

Move, copy or delete either a whole subsection or content within the structure.

To Add a Subsection:

Use Add a Subsection to place a new folder under an existing one.

Step 1: Click on the folder in the left frame you wish to add a subsection under.

Note: Select the folder immediately above the folder you wish to add. For example, you must click the secondary level folder to add a third level folder.

Step 2: Click the **Add Subsection** button.

Step 3: Complete the eFOTG Subsection form.

- Enter the Subsection Title (required)
- Enter the Subsection Definition
- Select the Menu Sort Order
- Choose the subfolder sort order
    - Alphabetical order - sorts folders in ascending order beginning with A
    - Rank order - sorts in assigned ascending numeric order
- Choose the document sort order within the folder
    - Alphabetical order - sorts folders in ascending order beginning with A
    - Rank order - sorts in assigned ascending numeric order
- Choose whether the subsection is displayed on the Menu and Table of Contents

Step 4: Click **Save** to add the subsection.

To Add a Content

Step 1. Click the title of the folder in the left frame at the location where you wish to add content.

Step 2. Click the **Add Content** button.

Step 3: Enter content information.

- Enter the title to be displayed in the Table of Contents and Information screens
- In the right frame if you are entering a hyperlink to a web page, type the URL.
    - Click **View URL** to verify the link is functioning and accurate
- Provide a brief Abstract of the content.
- If you are adding a file, click **File Name** and then the **Browse** button, navigate to and choose the file you wish to add.

Note: When you add a file, a copy of that file is uploaded to the eFOTG server in the NRCS Web farm. Once the Add takes place the eFOTG content file is no longer linked to the source file on your computer. If you Add a content file that already is in your state eFOTG but associated with a different content reference you can elect to have the existing file overwritten and have both references associated with the added file. To do this you must click on the Overwrite option displayed below before you click Save. If the Don't Overwrite option which is the default is selected, an error message is displayed:

"A file with the same name already exists in the system, please change the uploaded file name"

- Enter keywords the search engine can locate the content by
- Enter the Author name
- Enter comments
- Enter the last Revision Date (required)
- Enter the STGC Review Date (required)
- Indicate whether the content is publicly accessible or restricted to internal users
- Indicate whether the content should display on the Menu and Table of Contents

Note: This is especially useful for entering a document prior to its official release. When ready, the screen can be edited to change from No to Yes.

- Indicate whether or not the link should be presented on the first page of your state's eFOTG in one of four categories: Spotlight - Tools, Spotlight - Technical Materials, State Specific Notices, or Draft eFOTG
- Identify a practice, if applicable
- Identify a Doc Type, if applicable

- Identify Applicable Counties using the twin select lists
- Identify the Subject using the twin select lists
- Click the Menu Sort Order (only applicable if rank ordered was chosen at the subsection level)

Step 4: Click the **Save** button.

To Remove a Subsection:

Step 1: Click the title of the folder for the subsection you wish to remove.

Step 2: Click the **Delete** button.

Step 3: Read the right frame verification box carefully to ensure that you have selected the correct folder for deletion.

Step 4: If all folders and content in the subsection are to be removed, the checkbox should be marked.

Note: The current version deletes all subfolders and content regardless whether the checkbox is marked.

Step 5: Click the **Delete** button on the eFOTG Delete screen to confirm delete.

To Remove Content:

Step 1: Click on the content in the left frame you wish to remove.

Step 2: Click the **Delete** button in the left frame.

Step 3: Verify the that the content in the right frame is to be deleted.

Step 4: Click the **Delete** button on the eFOTG Delete screen to confirm delete.

To Edit Information about Content:

Step 1: Click on the content in the left frame you wish to edit about. The content meta data will automatically appear in the right frame where you can edit it.

Note: This allows you to edit information about the content, not the content itself.

Step 2: Make changes.

Step 3: Click **Update Content**.

Note: This information is displayed in the information box when users view a document.

To Move Content or a Directory Structure:

Step 1: In the left frame, click the folder or content you wish to move.

Step 2: Click the **Move** button.

Step 3: In the right frame, select the destination section.

Step 4. Click Move again to complete the process.

To Copy Content from another State's Website or the Sample eFOTG:

Step 1: In the left frame, click the folder or content you wish to move content to.

Step 2: In the right frame, browse to locate the content you want to copy.

Step 3: Click **Copy**.

To Add or Edit a Subject for Search Index:

To add a Subject:

Step 1: In the menu bar near the top of the frame click **Add/Edit Subject**.

Step 2: Enter subject information in the right frame.

Step 3: Click **Add Subject** when finished.

To edit a Subject:

Step 1: Select an Existing Subject.

Step 2: Edit the Subject information.

Step 3: Click **Update Subject** when finished.